

ALL EPSDT ELIGIBLE SERVICES PERFORMED

1. OPEN EOB FILE (FILE NAME = ENT_____)
2. ENTER PASSWORD
3. CLICK **“ALL EPSDT ELIGIBLE SERVICES PERFORMED”**
 - ENTER PROVIDER #
 - ENTER REPORTING UNIT
4. CLICK **DESIGN VIEW** (TRIANGLE WITH RULER AND PENCIL) FROM THE TOOLBAR
 - UPPER LEFT HAND CORNER
 - QUERY TABLE WILL BE SHOWN
 - GO TO FIELD **SERVICE FROM DATE** (COLUMN 6)
 - i. ON CRITERIA LINE ENTER DATE OR DATE RANGE
 - 1. EX...BETWEEN #02-01-04# AND #06-30-04#
 - TAB OVER TO FIELD **APPROVED AMOUNT** (COLUMN 31)
 - i. ON CRITERIA LINE ENTER AMOUNT YOUR SEARCHING
 - 1. EX...>0 (= ANY AMOUNT GREATER THAN ZERO)
5. NOW CLICK ON THE **EXCLAMATION POINT (!)** ON THE TOOLBAR TO RUN THE REPORT
6. ENTER PROVIDER # AGAIN
7. ENTER REPORTING UNIT AGAIN
8. **REPORT WILL APPEAR**